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ABSTRACT

This booklet describes the thirteen sets of learning activity packages developed around the performance objectives specified in the V-TECS (Vocational-Technical Education Consortium of States) Secretarial Catalog. The thirteen sets provide information and learning activities for the following duties: (1) performing mail activities; (2) typewriting; (3) performing receptionist activities; (4) maintaining files and library; (5) performing clerical activities; (6) performing computational clerical activities; (7) performing bookkeeping and accounting activities; (8) keypunching data; (9) performing stenographic activities; (10) coordinating and performing activities for employer; (11) inspecting and evaluating; (12) supervising and implementing; and (13) organizing and planning. Packets within each set are listed by title, and the V-TECS performance objective that served as a basis for developing the material is identified for each. Also, a brief description of each packet's contents is provided. The packets, each of which includes both a student manual and an instructor's manual, are designed for self-paced individual instruction and may be adapted for use with large groups. Each of the seventy-eight packets is available separately--CE 016 912-989. (DTT)

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LEARNING ACTIVITY PACKAGES

FOR THE

V-TECS SECRETARIAL CATALOG OF

PERFORMANCE OBJECTIVES, CRITERION-REFERENCED MEASURES AND PERFORMANCE GUIDES

FOR

STENOGRAPHIC, TYPING, AND RELATED OCCUPATIONS

DEVELOPED IN SOUTH CAROLINA

BY THE

OFFICE OCCUPATIONS SECTION
OFFICE OF VOCATIONAL EDUCATION
SOUTH CAROLINA DEPARTMENT OF EDUCATION
COLUMBIA, SOUTH CAROLINA 29201

IN COOPERATION WITH
VOCATIONAL EDUCATION MEDIA CENTER
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Alice Creel	Pleasant Hill High School
Jean Hamer	Marlboro AVC
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INTRODUCTION

The learning activity packages developed in South Carolina for the secretarial catalog are designed to provide the audio, visual, and printed supplementary materials needed by the instructor and/or student to achieve the objectives stated in the catalog. The materials are recommended for individualized situations but may be slightly modified for group situations.

Within the set of supplementary materials are modules containing an introduction, objective(s), student instructions, learning activities, tests (pre-test and post-test), checklists for the performances, filmstrips and accompanying narrative that may be recorded on tape, transparencies, and teacher instructions.

The learning activity packages may be used in the following courses: Office Procedures, Cooperative Office Education, Senior Intensified Program, Accounting, Shorthand, Typewriting, Keypunch, Business English, Business Mathematics, and Office Machines. A teacher may select specific clusters of duties to use in combination with various courses; however, the more difficult tasks require some prerequisite skills. Consequently, some packages must precede others as objectives have been sequenced from least difficult to most difficult tasks.

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Performing Mail Activities

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

It is essential that teachers review all materials before releasing them to students. In some instances, materials will need to be updated or replaced with current information.

Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Process Incoming Mail and Forward Mail (Objectives 59, 60)

This package combines Objectives 59 and 60. It gives the student ten pieces of incoming mail to process. The student opens, stamps, sorts, and distributes the mail. Another letter must be mailed to an individual at a forwarding address. The student must reprocess the letter.

B. Process Outgoing Mail (other than bulk mail) and Locate ZIP Codes (Objective 57)

This package gives the student ten letters and ten addressed envelopes to be processed for mailing. The student inserts the letters into envelopes, seals, weighs, and affixes (or marks) the appropriate postage on each item. The student is also given ten letters without ZIP Codes. The student records the correct ZIP Code for each address with 100% accuracy.

C. Processing Outgoing Bulk Mail (Objectives 58, 66)

This package supplies the student with 210 addresses. The student must pre-sort by ZIP Code and process in groups according to the U. S. Postal Service bulk mailing regulations.

D. Place Postage on Outgoing Mail, Using Postage Meter (Objective 63)

This task gives the student ten pieces of mail and a (paper) postage scale. The student places the correct amount of postage on each piece of mail. This package explains first, second, third, and fourth class mail designations.

E. Keep Postage Meter Record (Objective 62)

This task provides the student with a postage meter (facsimile) book. The student maintains the book for one week by keeping the meter record and making daily entries in the meter book.

F. Place Postage on Metered Reply Mail, Using Postage Meter (Objective 64)

This package provides the student with ten pieces of metered mail and a (paper) postage scale. The student affixes the correct amount of postage to the mail according to postal regulations.

G. Handle Specialized Mail (Objective 61)

This package deals with special delivery, special handling, registered, certified, insured, C.O.D., and certificates of mailing. The student is given 20 pieces of specialized mail and a (paper) postage scale. The student prepares each item for mail using the appropriate mail classification.

H. Prepare Parcels for Mailing (Objective 65)

The student is required to wrap, tie, label, weigh, and determine the correct postage for five parcels in accordance with postal regulations.

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Typewriting

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

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Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Maintain Office Equipment (Objective 41)

This package is designed to present the techniques and procedures of keeping records on equipment. The instruction manual is used to explain the specific techniques. (A filmstrip and narrative to be recorded on tape are included.)

B. Correct Errors (Objectives 75-86)

This package is designed to identify correction materials and to demonstrate the procedures used when making proper corrections. (A filmstrip and narrative to be recorded on tape are included.)

C. Type Memorandums (Objective 84)

This package gives the student an edited rough-draft copy. The student is to type an inter-office memorandum with one carbon copy in a specified format with errors corrected. (A filmstrip and narrative to be recorded on tape are included.)

D. Type Labels (Objective 82)

This package gives the student file folder labels, marking labels, and a list of names and addresses. The student then types the labels

in correct format and corrects all errors. (A filmstrip and narrative to be recorded on tape are included.)

E. Type Addresses on Envelopes (Objective 76)

This package instructs the student in typing addresses on small and large envelopes using an acceptable format. Also, the package contains an activity on chain feeding envelopes and correction methods. (A filmstrip and narrative to be recorded on tape are included.)

F. Chain Feeding (Objectives 82, 76, 85)

In this package the student types envelopes using proper chain feeding techniques and correction methods. (A filmstrip and narrative to be recorded on tape are included.)

G. Type Postal Cards (Objective 85)

This activity gives the student five postal cards, a list of addresses, rough-draft copy and necessary supplies. The student then types the postal cards using the specified format. (A filmstrip and narrative to be recorded on tape are included.)

H. Type Tabular Materials Such as Tables, Columns, or Rows of Figures (Objective 77)

This package gives the student two types of edited, rough-draft copy and asks the student to prepare the information in acceptable, tabulated form. (A filmstrip and narrative to be recorded on tape are included.)

I. Type Business Letters (Objective 81)

This package gives the student three rough draft letters and required supplies. The student then types the letters in the specified format. Special letter features and style manuals are explored briefly.

J. Type Manuscripts (Objective 83)

This package supplies the student with edited rough draft copy of a manuscript with footnotes, instructions for style and binding, and required supplies. The student then types the six page manuscript in a specified format. Proofreading is stressed.

K. Mastering the Offset Master (Objective 78)

This package gives the student copy material that is to be typed on a master using correct procedures and techniques. Corrections, master item identification, and proper handling of the master are stressed. (A filmstrip and narrative to be recorded on tape are included.)

L. Type and Correct Spirit Masters (Objective 79)

This activity identifies the items used for producing spirit

masters and requires the student to type a master in perfect form making all corrections. (A filmstrip and narrative to be recorded on tape are included.)

M. Type and Correct Stencils (Objective 80)

This package identifies the items used in stencil production, explains the purpose of these items, and identifies stencil guide marks. The student types a stencil in perfect form making all corrections. (A filmstrip and narrative to be recorded on tape are included.)

N. Type Pre-Printed Business Forms (Objective 75)

This package gives the student four pre-printed business forms and all the necessary completing information. The student must type on the lines, in the boxes, after guide words, and in the correct form. Placement of the copy must be consistent and evenly aligned. All errors must be corrected. (A filmstrip and narrative to be recorded on tape are included.)

O. Type with Justified Right Margins (Objective 86)

This package gives the student an edited, rough draft copy and other required supplies. The student types the copy with a justified right margin. The right margin must be exactly justified within a designated length and all errors must be corrected neatly. (A filmstrip and narrative to be recorded on tape are included.)

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Performing Receptionist Activities

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

It is essential that teachers review all materials before releasing them to students. In some instances, materials will need to be updated or replaced with current information.

Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Answer the Telephone (Objective 68)

This package requires the student to answer telephone conversations using proper telephone techniques, and record messages accurately and properly. (A filmstrip and narrative to be recorded on tape are included.)

B. Place Telephone Calls (Objective 69)

This package requires student's to use a telephone directory to locate a customer's name, number, address, or correct spelling. Also, case situations are used to place local and long distance telephone calls using correct telephone techniques. (A filmstrip and narrative to be recorded on tape are included.)

C. Send Telegrams and Cablegrams (Objective 70)

This package utilizes case situations requiring the student to type a telegram and cablegram using correct procedures. Students also decide which method is preferred in different situations.

D. Greet Callers and Visitors (Objective 67)

This package uses case situations that require the student to greet and direct visitors and callers using proper and courteous procedures. (A filmstrip and narrative to be recorded on tape are included.)

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Maintaining Files and Library

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

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Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

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3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Alphabetic Filing -- Basic Rules (Objectives 21, 26, 25)

This package gives the student 35 cards for filing and indexing alphabetically. The student must determine the right arrangement with no more than three misfiled cards. Five cards must be prepared for cross-referencing. Only one of these cards can be cross-referenced incorrectly.

B. Alphabetic Filing -- Specialized Rules (Objectives 21, 26, 25)

This package deals with unusual names, businesses, institutions, and locations that require special consideration in filing. The student is given 35 cards for filing alphabetically; five specialized cards require cross-referencing. The same standards as above apply.

C. Alphabetic Filing - Governmental Rules (Objectives 21, 26, 25)

This package gives the student 35 documents to file alphabetically and chronologically within an individual folder; five items require cross-referencing. The same standards as above apply.

D. File Materials Numerically (Objective 22)

This package requires the student to file 25 documents numerically. The student also must retrieve requested information from the file.

Nine of the ten requested pieces of information must be retrieved in order to be considered acceptable performance. Only three documents may be filed incorrectly.

E. File Materials Geographically (Objective 23)

This package requires the student to file 35 documents geographically. The student must also prepare cross-referencing sheets for five documents. Only one cross-reference sheet may be inaccurately prepared in order to be considered acceptable performance. Only three documents may be filed incorrectly.

F. File Materials by Subject (Objective 24)

This activity requires the student to file 35 documents by subject. Five cross-reference sheets must also be prepared. The standards for acceptability are the same as above.

G. Update Filing System and Keep Tickler or Follow-up Files of Various Kinds (Objectives 15, 27)

This package combines the secretarial catalog Objectives 15 and 27. The first activity gives the student the necessary supplies and transactions involving the use of the tickler file. The student is to maintain the tickler file for a week. The second activity requires the student to merge, revise, transfer, and dispose of files so that the active and inactive files contain the appropriate information.

H. Establish a Filing System (Objective 20)

This package uses two case situations that require the establishment of a filing situation that best meets the needs of the specific situation. The student records the plans for initiating the most desirable method.

I. Clip and Collect Magazine or Newspaper Articles Pertaining to A Designated Subject and File (Objective 19)

This package supplies a list of selected topics for news files. The instructor provides magazines and newspapers for the student to scan for the topic selected. The student clips the articles that pertain to the designated subject and prepares the news file. The performance will be judged on relevancy and thoroughness as determined by the instructor.

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Performing Clerical Activities

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

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Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Take Sales Orders in Person (Objective 44)

The student is given two situations in which sales orders are taken in person, recorded, and checked for accuracy. Accurate quantities, items, and prices are stressed, as well as a pleasant, courteous manner.

B. Prepare Requisitions, Receive and Process Requisitions (Objectives 6, 43)

This package combines Objectives 6 and 43. A student uses vendor catalogs to order supplies, prepares requisitions and processes requisitions for a hypothetical company.

C. Prepare Accident Reports (Objective 5)

This package gives the student two accident report forms and a source of appropriate data. The student completes a South Carolina accident report form in compliance with statutory regulations.

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Performing Computational Clerical Activities

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

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Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Take Inventory (Objective 56)

This package illustrates how to maintain inventory using a Boutique Bootery situation. The basic functions include: counting items, listing stock numbers, and recording totals on worksheets.

B. Complete Monthly Statements for Customers from Ledger Sheets (Objective 48)

This package gives the student 10 customer ledger sheets and 10 statement forms. The student is required to prepare a monthly statement for each customer.

C. Compute Extensions and Complete Monthly Statements for Customers from Invoices (Objectives 47, 52)

This combined package includes Objectives 47 and 52 from the secretarial catalog. The activities include preparing monthly statements for 15 customers. The student prepares a statement heading, records the date, assigns invoice numbers, and totals the amounts.

D. Compute Cash Discounts (Objective 51)

This package provides the student with 10 invoices with varying cash discount terms. The student computes the allowable cash discounts and determines the net amount for each invoice.

E. Complete Invoices (Objective 46)

This package gives the student three blank invoices and requires the student to record them in correct format, compute extensions, and figure sales tax and totals.

F. Write Checks (Objective 54)

This package explains check writing activities as they relate to the bill paying transactions of a shoe shop. Specifically the student pays five bills via check and makes the check stub recordings.

G. Endorsing Checks (Objective 42)

This activity requires the student to endorse checks using four different methods. The student must complete the endorsements with 100% accuracy.

H. Depositing Checks, Currency, and Coins (Objective 53)

This package gives the student deposit slips, checks, currency and coins (simulated money). The student endorses the checks, counts the currency and coins, and prepares the deposit slip.

I. Reconcile Bank Statements (Objective 39)

This package gives the student a bank statement, canceled checks, a previous month's bank reconciliation statement, reconciliation form, check stub, and deposit slips. The student must reconcile the bank statement with the checkbook balance.

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Performing Bookkeeping and Accounting Activities

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

It is essential that teachers review all materials before releasing them to students. In some instances, materials will need to be updated or replaced with current information.

Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Record Cash Register or Cash Box Totals from Tapes or Cash Proof Forms (Objective 40)

This package gives the student (head cashier) five cash register tapes (or cash proof forms) and a cash receipts journal (or combination journal) and requires the student (head cashier) to record the total cash received with 100% accuracy.

B. Inspect Material Received for Completeness and Damage (Objective 18)

This task requires the student to inspect incoming merchandise to determine if goods are in satisfactory condition and in sufficient quantity. All discrepancies between receiving documents and the actual amount received are recorded.

C. Post Directly from Ledger to Invoices, Credit Memos, or Checks (Objective 33)

In this activity the student is given ten source documents of business purchases and sales on account, an accounts receivable ledger, and an accounts payable ledger. The student is then asked to post directly from the source document to the proper ledger. This activity requires a previous ability to post to accounts in subsidiary ledgers.

D. Compute Balance Column Amount to Ledger Accounts (Objective 31)

This package gives the learner accounts receivable and accounts payable ledger accounts with debit and credit entries and asks the student to compute the proper balances with 100% accuracy. A prior understanding of the accounting equation and debit and credit entries is necessary.

E. Post (transfer) Entries from Journals to Ledger (Objective 34)

This package gives the learner ten transactions involving a cash receipts journal and a sales journal. The student selects the proper accounts from the general and subsidiary ledgers, and then posts all transactions.

F. Processing Accounts Payable Invoices (Objective 38)

This package gives the student ten unpaid invoices and receiving documents and asks the student to process each invoice for payment and filing after payment. The student figures the discount period date and calculates the amount of the deduction.

G. Preparing and Paying Vouchers (Objectives 49, 50)

This package combines Objectives 49 and 50. The learning activities require cash payment transactions regarding the disbursement of funds, and recording in a voucher register using a vouchers payable account.

H. Collect Outstanding Debts (Objective 29)

This objective was not developed into an instructional package. It is believed that the teacher could best develop this unit.

I. Compute Gross Pay (Objective 30)

This package gives the student a group of punched time cards, rate of pay, and a company policy for computing hours and requires the student to compute the gross pay of ten employees with 100% accuracy.

J. Keep Payroll Records and Write Payroll Checks (Objective 28)

This package gives the student ten completed time cards, a payroll register or individual employee earnings records and payroll checks. It requires the learner to complete and verify a payroll register for one week and to write paychecks with 100% accuracy.

K. Prepare Federal Tax Deposits (Objective 35)

This package utilizes federal and state (S. C.) tax deposit forms (1977) that require the learner to figure the amount of income tax withheld, the employer's FICA tax liability and the employee's FICA tax withheld with 100% accuracy on numerical data and in compliance with the law.

L. Prepare Employer's Quarterly Federal Tax Return (Objective 36)

This package gives the student total wages, income tax withheld, the employer's FICA tax liability, the Federal tax deposits (Form 501) for the period and the employer's quarterly tax return (Form 941) and requires the student to prepare the employer's quarterly tax return (Form 941) with 100% accuracy on numerical data and in compliance with the law.

M. Prepare State Unemployment Tax Return (Objective 37)

This package gives the student the amount of the employer's state unemployment tax liability and the appropriate form. The activity requires the preparation of the state unemployment tax return with 100% accuracy on numerical data and in compliance with the state law.

N. Keep Petty Cash Account (Objective 32)

In this package the student establishes a petty cash fund and records the entry in a cash payments journal. The student then prepares vouchers and records several petty cash transactions. Finally, the student replenishes the fund by writing a check and making the proper accounting entry in the cash payments journal. (Filmstrip and narrative to be recorded on tape are included.)

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Keypunch Data (Keypunch equipment required)

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

It is essential that teachers review all materials before releasing them to students. In some instances, materials will need to be updated or replaced with current information. The program sheet may be completed, but equipment is necessary for completion.

Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Simulated Keypunch Activity (Objective 55)

This package is designed for dual student use. The student (keypunch operator) in a simulated accounts payable department prepares a program card for accounts payable, then punches individual cards from source documents. The punched sets are then verified. This activity is much longer than most 1 to 2 day packages. It would take the average student five days to complete. An 80- or 96-hole keypunch is needed.

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Performing Stenographic Activities

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

It is essential that teachers review all materials before releasing them to students. In some instances, materials will need to be updated or replaced with current information.

Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Transcribe from Recorded Media (Objective 74)

This package contains four letters of average length to be dictated at 60 wpm. The student transcribes three of the letters in mailable form in 45 minutes.

B. Take and Transcribe Shorthand Dictation (Objective 73)

This package contains four letters to be dictated at 80 wpm. The student takes and transcribes the four letters in mailable form at 20-25 wpm. Three previewed letters at 80 wpm are included for initial student practice.

C. Take and Prepare Minutes of Meeting (Objective 72)

This package requires the student to prepare typewritten minutes of a meeting. This process involves: preparing for the meeting, typing the minutes, typing according to specified directions, and composing and typing the minutes.

D. Compose Correspondence (Objective 71)

This package requires the student to compose three letters for different business situations. It includes fact finding, composing, editing, and typing assignments. Acceptability is determined by the instructor.

LEARNING ACTIVITY PACKAGE
FOR THE
V-TECS SECRETARIAL CATALOG

DUTY: Coordinating and Performing Activities for Employer

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Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Prepare a Day's Schedule for Employer (Objective 11)

This package requires the preparation of a five day schedule for an employer using a business calendar. (A filmstrip and narrative to be recorded on tape are included.)

B. Schedule Employer's Trips (Objective 12)

This package requires the preparation of an itinerary and the scheduling of travel arrangements for a business trip.

C. Provide Information from Maps/Atlas (Objective 45)

This package asks the student to locate five cities in an atlas and/or on a map, determine desired information and routes, and record such. Company manuals and/or secretarial handbooks are utilized as source books for questions of grammar, letter styles and office problems, and answers are recorded by the student. A dictionary and thesaurus are used for synonyms, spellings, definitions, and pronunciation activities. The resource materials are supplied by the instructor.

D. Prepare Employer's Business Expense Statements (Objective 13)

This package gives the student source documents of travel expenses and travel advances and asks the student to complete expense reports and prepare a business expense statement in an acceptable format.

LEARNING ACTIVITY PACKAGE
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V-TECS SECRETARIAL CATALOG

DUTY: Inspecting and Evaluating

These supplementary materials are designed for individual, small-group or large-group instruction. The materials may be modified slightly for large-group instruction. Students will be able to progress through the materials at their own pace.

It is essential that teachers review all materials before releasing them to students. In some instances, materials will need to be updated or replaced with current information.

Before releasing materials to students, teachers should:

1. Insure that necessary equipment is available and in proper working order.

2. Insure that necessary audio materials have been recorded and are available.

3. Replenish consumable supplies necessary for completion of the module.

Manuals are numbered sequentially. Sheets to be duplicated may be easily reinserted in the proper sequence after duplication.

A. Inspect, Verify, and Correct Data (Objective 17)

This package requires the student to inspect and verify the accuracy of numerical and written documents and records. Some source documents contain errors that the student must correct and recheck.

B. Edit and Review Correspondence and Reports (Objective 16)

This package requires the student to review one business report and two business letters. It reviews grammar, punctuation, capitalization, spelling, and proofreader's symbols. (Ten wall charts with proofreader's marks are included.)

C. Decide on Least Expensive and Most Desirable Way to Communicate (Objective 14)

This activity gives the student five messages to send. The student has the requirements of each message and the rate charges and must then choose the most desirable means of communication.

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DUTY: Supervising and Implementing

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A. Plan Work For Yourself (Objective 4)

This package contains clerical tasks to be performed. The student must plan work, establish priorities, and carry out the work in an orderly fashion.

B. Plan and Schedule Work Assignments and Priorities (Objectives 7,8,9)

This package consists of three parts. In Part A, the supervising student is to study the six assignments given and plan the schedule for the work to be done. In Part B, the student will assign the tasks to other students, and in Part C the student will evaluate the performance of the other students on the tasks assigned.

C. Train Other Clerical Workers (Objective 10)

In this activity, one student will train another student on the correct methods of vertical and horizontal centering on the executive typewriter. The supervising student will plan the method of teaching, use correct procedures, and evaluate the student learner's mastery of the skills taught.

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DUTY: Organizing and Planning

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Before releasing materials to students, teachers should:

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A. Determine Requirement For and Utilization of Equipment and Supplies (Objective 2)

In this packet, instructions and activities are provided for students to determine requirements for and utilization of office equipment and supplies.

B. Develop Publication Materials (Objective 3)

This activity requires the student to plan the layout and composition of materials to be printed such as forms, catalogs, and promotional flyers.

C. Determine Office Layout (Objective 1)

This package provides instructions and graphed layout sheets for the students to use when determining requirements and layout designs for office furnishings.